

MEMBERS OF ODIHAM PARISH COUNCIL'S STAFFING COMMITTEE ARE SUMMONED TO ATTEND THE STAFFING COMMITTEE MEETING WHICH WILL BE HELD ON THE FIRST FLOOR MEETING AREA AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON 4th June 2024 COMMENCING AT 6.30pm

29th May 20024

Andrea Mann, Parish Clerk

Committee Membership: Cllrs McFarlane (Chair), Sanger, Seabrook and Verdon

SC01/24	To receive apologies for absence						
SC02/24	To receive declarations of interests and requests for dispensation relating to any item on the agenda.						
SC03/24	Chairs Announcements						
SC04/24	Approval of Minutes To APPROVE the minutes of the extraordinary Staffing Committee meeting held on 2 nd November 2023 (SC13-24/23).						
SC05/24	Staffing Committee Schedule (page 2) To review and agree the annual schedule of tasks for the Staffing Committee.						
SC06/24	Date of the next meeting Scheduled 11 th October 2024 at 11am.						
SC07/24	To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential staff related matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.						
SC08/24	Exempt staffing matters (papers circulated to members separately) To consider exempt staffing matters including a review of training, performance and recommended actions.						

STAFFING COMMITTEE ANNUAL SCHEDULE Updated 04.06.24

FC - Full Council, SC - Staffing Committee, FiC - Finance Committee, C - Councillor, PC - Parish Clerk, SCC - Staffing Committee Chairman, OPCC - OPC Chairman

Task	Resp	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
<u>General</u>														
1 Appoint annual membership	FC	٧												٧
2 Appoint SC Chairman	FC	٧												٧
3 Set 6 monthly meetings	PC						٧						٧	
4 SC Members to complete training	SC Members													
5 Review SC ToR	SC	٧												٧
6 Review Staffing Policies	SC						٧							
7 Review Staffing Structure	SC						٧							
8 Review programme of training	SC												٧	
9 Assist in staff recruitment process	SC (Ad-hoc)													
.0 Determine staff terms & conditions	SC (Ad-hoc)													
.1 Deal with staff grievance & disciplinary	SC (Ad-hoc)													
2 Be aware of relevant, new legislation	SC, PC (Ad-hoc)													
Financial														
.3 Review current & next year salaries	SC						٧							
.4 Propose adjustments to FiC and FC	FiC and FC							٧						
.5 Next year salaries to be approved	FC									٧				
.6 Review staff pension arrangements							٧							
Clerk														
.7 Appoint C day-to-day line manager	SC	٧												٧
.8 Appoint C to carry out appraisal	C + OPCC	٧												٧
9 Support Meetings	PC, AM, PV	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
O Annual Appraisal	C + OPCC					٧								
1 Review workload						٧								
2 6 month review of targets													٧	
-														
Other Staff														
3 Quartlery 1-2-1	PC		٧			٧			٧			٧		
4 Annual Appraisals	PC					٧								
5 Review salaries & discuss with SC	PC						٧							
6 6 month review of targets	PC												٧	
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